

CA-PMM**Project Name:** Examination and Certification Replacement Project**OCIO Project #:** 1880-15**Department:** State Personnel Board**Reporting Period:** From: To:**Team Member to Project
Manager****Current Task Summary**

| Task or Deliverable | Scheduled Completion Date | Actual Completion Date | Issues? |
|--|------------------------------|---------------------------|---------|
| | | | |
| | | | |
| | | | |
| Accomplished this week | | | |
| | | | |
| Planned/Scheduled Completion in Next Two Weeks | | | |
| | | | |
| Status Summary | Yes/No | Explanation | |
| Will all assigned tasks be accomplished by their due date? | | | |
| Are there any planned tasks that won't be completed? | | | |
| Are there problems which affect your ability to accomplish assigned tasks? | | | |
| Do you plan to take time off that is not currently scheduled? | | | |

Status of Assigned Issues

| Issue Number | Description | Due Date | Status |
|--------------|-------------|----------|--------|
|--------------|-------------|----------|--------|

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Team Member to Project Manager

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CA-PMM**Project Name:** Examination and Certification Replacement Project**OCIO Project #:** 1880-15**Department:** State Personnel Board**Reporting Period:** From: 4/1/09 To: 6/30/09**Project Manager to Sponsor****Current Status Report**

| Questions | Yes/No | Cause | Impact | Action Required |
|---|--------|---------------------------------------|--|--|
| 1. Were recent milestones completed on schedule? | No | Expansion of project scope, excessive | Four month delay in project schedule from the extended | Rebaseline the project schedule, tightly control |
| 2. Were any key milestones or deliverables rescheduled? | Yes | Expansion of project scope, excessive | Four month delay in System Testing and User | Rebaseline the project schedule, tightly control |
| 3. Was work done that was not planned? | Yes | Incomplete requirements | The development was pushed out by four months. | Tighter control of project scope. |
| 4. Were there any changes to scope? | Yes | Incomplete requirements | The development was pushed out by four months. | Tighter control of project scope. |
| 5. Were tasks added that were not originally estimated? | Yes | Incomplete requirements | Four month delay in project schedule. | Tighter control of project scope. |
| 6. Were any tasks or milestones removed? | No | N/A | N/A | N/A |
| 7. Were any scheduled tasks not started? | Yes | Additional tasks were added. | Four month delay in System Testing and User | Tighter control of project scope. |
| 8. Are there any new major issues? | No | N/A | N/A | N/A |
| 9. Are there any staffing problems? | Yes | Unavailability of qualified resources | Over two months of delay to project schedule. | Keep management informed and involved. |

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| Questions | Yes/No | Impact | Action Required |
|---|--------|--|--|
| 1. Will upcoming critical path milestones or deliverables be delayed? | No | N/A | Based on updated project schedule, we anticipate meeting the critical path |
| 2. Do any key milestones or deliverables need to be rescheduled? | No | N/A | Based on updated project schedule. |
| 3. Is there any unplanned work that needs to be done? | Yes | Some additional functionality will be deployed after completing the UAT. | Deliver transfer functionality requirements to the vendor. |
| 4. Are there any expected or recommended changes to scope? | No | N/A | Given the project history, there may be additional changes. We plan to |
| 5. Are there any tasks not originally estimated that will need to be added? | Yes | Vendor will need to complete the functionality after UAT. | Deliver functional requirements to the vendor. |
| 6. Are there any tasks or milestones that should be removed from the plan? | No | N/A | N/A |
| 7. Are there any scheduled tasks whose start will likely be delayed? | No | N/A | N/A |
| 8. Are any major new issues foreseeable? | Yes | Furloughs will impact go-live date. | Keep management involved and informed. |
| 9. Are any staffing problems anticipated? | Yes | Furloughs will impact go-live date. | Allow staff overtime. |

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Project Manager to Sponsor

Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Completed the development and preliminary testing of the certification module. Resolved most of the defects related to the examination functionality. Developed User Acceptance Test cases. Created examination and certification user manuals. Finalized testing, training and productin environment configuration. Imported legacy data.

Project Milestones:

List key milestones and their dates from the project schedule.

| Milestone | Target Date | Forecast Date | Status | Cause & Impact to Implementation Date | Date Completed |
|--|-------------|---------------|---------|---|----------------|
| Complete Development of certification module | 8/15/08 | 2/28/09 | Done | Scope Expansion and competing needs for | 6/30/09 |
| Complete Data conversion | 5/1/08 | 3/30/09 | Done | Scope Expansion and competing needs for | 7/1/09 |
| System Acceptance and Rollout | 9/1/08 | 12/31/09 | Delayed | Scope Expansion and competing needs for | |

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

| | On Plan <5% | Caution 5-10% | Significant Variance >10% | Action Required |
|-----------------|----------------|------------------|------------------------------|---|
| Schedule | | | X | Share the new schedule with the project sponsor and the excutive committee. Rebaseline the project schedule. Create an SPR. |
| Milestones | | | x | Update the project schedule. Create an SPR. |
| Deliverables | | | x | Validate the new dates with the vendor and SPB resources. Update the project schedule. Create an SPR. |
| Resources | | | x | Requested and got approval for additional resources and change orders. |
| OneTime Cost | | | x | Create SPR. Request for additional funding for FY 2010-11 onwards. |
| Continuing Cost | | x | | Create SPR. Request for additional funding for FY 2010-11 onwards. |

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Sponsor to Executive Committee

Summary Milestones and Highlights

| Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i> | | | | | |
|--|-------------|---------------|---------|---|----------------|
| Milestone | Target Date | Forecast Date | Status | If Delayed, Impact to Implementation Date | Date Completed |
| Complete Development of certification module | 8/15/08 | 2/28/09 | Done | Implementtion Date is delayed by 15 months. | 6/30/09 |
| Complete Data conversion | 5/1/08 | 3/30/09 | Done | Implementtion Date is delayed by 15 months. | 7/1/09 |
| System Acceptance and Rollout | 9/1/08 | 12/31/09 | Delayed | Implementtion Date is delayed by 15 months. | |

| Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i> | | | | |
|--|----------------|------------------|------------------------------|---|
| | On Plan <5% | Caution 5-10% | Significant Variance >10% | Action Required |
| Schedule | | | x | Share the new schedule with the project sponsor and the excutive committee. Rebaseline the project schedule. Create an SPR. |
| Milestones | | | x | Update the project schedule. Create an SPR. |
| Deliverables | | | x | Validate the new dates with the vendor and SPB resources. Update the project schedule. Create an SPR. |
| Resources | | | x | Requested and got approval for additional resources and change orders. |
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Monitoring Vital Signs Scorecard

| Vital Sign | Variance | Value | Your Score | Score Justification |
|---|----------------------------------|-------|------------|--|
| 1. Customer Buy-In | High Degree of Buy-In | 0 | 1 Yellow | SPB business users are accustomed to using a custom developed application that has |
| | Medium Degree of Buy-In | 1 | | |
| | Low Degree of Buy-In | 2 | | |
| 2. Technology Viability | Strong Viability | 0 | 0 Green | It is web-based application built in MS Windows and MS SQL Server environment which is a |
| | Medium Viability | 1 | | |
| | Weak Viability | 2 | | |
| 3. Status of the Critical Path (delay) | <5% | 0 | 2 Red | SPB is currently 15 months behind schedule as compared to original SPR. |
| | 5% to 10% | 1 | | |
| | >10% | 2 | | |
| 4. Cost-to-Date vs. Estimated Cost-to-Date (higher) | <5% | 0 | 1 Yellow | The rating is based on actuals vs. planned total costs to date. |
| | 5% to 10% | 1 | | |
| | >10% | 2 | | |
| 5. High-Probability, High-Impact Risks | 0 to 3 | 0 | 2 Red | SPB has significant changes to scope. Vendor is inexperienced in deploying large projects. |
| | 4 to 6 | 1 | | |
| | >6 | 2 | | |
| 6. Unresolved Issues (on time resolution) | On time | 0 | 0 Green | |
| | Late with no impact | 1 | | |
| | Late impacting the critical path | 2 | | |
| 7. Sponsorship Commitment | Fully engaged | 0 | 0 Green | |
| | Partially engaged | 1 | | |
| | Inadequate engagement | 2 | | |
| 8. Strategy Alignment | Strong alignment | 0 | 0 Green | The system will be used statewide to support State's examination and certification |
| | Partial alignment | 1 | | |
| | Weak or no alignment | 2 | | |
| 9. Value-to-Business | Strong | 0 | 0 Green | The system will be used statewide to support State's examination and certification |
| | Medium | 1 | | |

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|--|------|---|---|--|
| | Weak | 2 | 5 | Examination and Certification processes. |
|--|------|---|---|--|

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|--|-------------------------------|---|-----------|----------|---|
| 10. Vendor Viability (provide rationale for the rating in the field following the scorecard) | Strong | 0 | 1 | Yellow | JobAps is a small vendor. If any of the key employees leave, it may adversely impact vendor' viability. |
| | Medium | 1 | | | |
| | Weak | 2 | | | |
| 11. Milestone Hit Rate (rate of achievement as planned) | >90% on time | 0 | 2 | Red | Scope expanded significantly for most of the critical path milestones impacting the overall |
| | 80-90% on time | 1 | | | |
| | <80% on time | 2 | | | |
| 12. Deliverable Hit Rate (rate of production as planned) | >90% on time | 0 | 2 | Red | Scope expanded significantly for most of the critical path milestones impacting the |
| | 80-90% on time | 1 | | | |
| | <80% on time | 2 | | | |
| 13. Actual vs. Planned Resources | >90% assigned and available | 0 | 1 | Yellow | SPB and vendor resource allocation was under estimated. It took almost 8 months to ramp |
| | 80-90% assigned and available | 1 | | | |
| | <80% assigned and available | 2 | | | |
| 14. Overtime Utilization (% of effort that is overtime) | <15% | 0 | 0 | Green | |
| | 15-25% | 1 | | | |
| | >25% | 2 | | | |
| 15. Team Effectiveness | Highly Effective | 0 | 1 | Yellow | Vendor and SPB did not have expertise in managing large project. Additionally, resources |
| | Moderately Effective | 1 | | | |
| | Ineffective | 2 | | | |
| Total | | | 13 | Y | |

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

JobAps is a small vendor with under 20 employees. Their business focuses on government agencies. Given the current economic conditions and budget issues with most government agencies, it may be difficult to generate additional revenues resulting in hardship. If any of the key employees leave, it may adversely impact the vendor.